

## TE-8, CEFMS GOVERNMENT ORDER BILLING PROCESS

Government Order Bills are manually created in CEFMS in the Accounts Receivable Division. The Debt Management Division also can create Government Order Bills when needed. The access roles required in CEFMS to complete the Government bill process are:

ESIG capability is required to create and update invoices in CEFMS

The **GOVERNMENT ORDER BILLING CREATE/UPDATE** (7.2.1) can be reached through the following menu option:

- |   |                                   |   |
|---|-----------------------------------|---|
| 1 | FINANCIAL MANAGEMENT FUNCTION     | } Or you may choose menu id: AACDA then screen 1<br>or smart screen 7.2.1 |
| 3 | FINANCIAL MANAGEMENT              |   |
| 4 | EXPENDITURES/DISBURSEMENTS        |   |
| 6 | GOVT BILLING FUNCTIONS            |   |
| 1 | CREATE/UPDATE GOVT ORDER BILLINGS |   |

**Baltimore District CEFMS**

Action Edit Block Field Record Query ESIG Help Window

v2.1.68 Government Order Billing Create/Update 7.2.1

Govt Order:  Pmt Method: ☐ IPAC ☐ Treasury Check ☐ TBO Debtor Bill:

IPAC DSSN:  TBO DSSN:  DOV:

IPAC Trace No:  TBO Disb Mth:  TBO Disb Yr:  Transmittal No:

Remarks:

Bill Ref No:  Civ/Mil Ind:  Cumulative Amt:

Bill Date:  Advance?:  Total Ordered Amt:

Bill Received:  Final?:  Closeout Date:

Payment Due:

Send Paymt To:  Pay Addr:  Creator:

Vendor:

| Click Box To Process Line | Total Ordered | Cumulative Billed | Accrued | This Bill Amt | EAIDS |
|---------------------------|---------------|-------------------|---------|---------------|-------|
| <input type="checkbox"/>  |               |                   |         |               |       |
| <input type="checkbox"/>  |               |                   |         |               |       |
| <input type="checkbox"/>  |               |                   |         |               |       |
| <input type="checkbox"/>  |               |                   |         |               |       |

☐ View Bills ☐ View Payment Address Total Bill:  0.00

Prev Page Prev Next Query List Save Exit Next Page

Enter Government Order Number, F4 for list.

Record: 1/1

### OBLIGATIONSELECTION

To create a Government bill the user is required to use the F4 key to select the obligations number.

Pressing F4 in the **GOVT ORDER FIELD** takes the users to the **GOVERNMENT ORDER OBLIGATION LIST SCREEN**.

| Obligation Number | Amendment | Organization Issued To | Unbilled Amt | TBO | Approval Date |
|-------------------|-----------|------------------------|--------------|-----|---------------|
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |
|                   |           |                        |              |     |               |

Enter a query; press F3 to execute, F10 to cancel.  
Record: 1/1

Press the F2 key to query records from the **GOVERNMENT ORDER OBLIGATION LIST SCREEN**.

The user can query the obligation number by:

- Query all records (very inefficient)
- Typing in the complete obligation which returns only one option.
- Typing in a partial obligation number with the %key used as a wild card which may return multiple options. The user would arrow down until they find the correct obligation number.

Once the correct obligation number is identified the user will select by pressing the enter key or clicking on the select button at the bottom of the screen. This takes the user back to the **GOVERNMENT ORDER BILLING CREATE/UPDATE**. (Average Key Strokes – 16)

### BILL HEADER

Press the Enter key to accept.

Fields that are automatically updated include:

- **GOVT ORDER**
- **PMT METHOD** (The payment method automatically populates from the obligation information but this may need to be change depending on the type of bill and whether or not TPA, with the agency being paid, exists)
- **IPAC DSSN**
- **CIV/MIL IND**
- **CUMULATIVE AMT**
- **TOTAL ORDERER AMT**
- **SENT PAYMT TO**
- **VENDOR**

The screenshot displays the 'Engineering and Support Center CEFMS' application window. The title bar indicates the version is v2.1.68 and the current operation is 'Government Order Billing Create/Update 7.2.1'. The interface includes a menu bar (Action, Edit, Block, Field, Record, Query, ESIG, Help, Window) and a toolbar. The main form area contains several input fields and sections:

- Govt Order:** W31RY042941247
- Pmt Method:** Radio buttons for IPAC (selected), Treasury Check, and TBO.
- Debtor Bill:** Empty field.
- IPAC DSSN:** 8736
- TBO DSSN:** Empty field
- DOV:** Empty field
- IPAC Trace No:** Empty field
- TBO Disb Mth:** Empty field
- TBO Disb Yr:** Empty field
- Transmittal No:** Empty field
- Remarks:** Empty text area
- Bill Ref No:** Empty field
- Civ/Mil Ind:** C
- Cumulative Amt:** 18928.18
- Bill Date:** Empty field
- Advance?** Empty checkbox
- Total Ordered Amt:** 87570.08
- Bill Received:** Empty field
- Final?** Empty checkbox
- Closeout Date:** Empty field
- Payment Due:** Empty field
- Send Paymt To:** GSA/FTS
- Pay Addr:** GSA (ATLANTA)
- Creator:** Empty field
- Vendor:** GSA/FTS

Below the form fields is a table with the following columns: Click Box To Process Line, Total Ordered, Cumulative Billed, Accrued, This Bill Amt, and EAIDS.

| Click Box To Process Line  | Total Ordered | Cumulative Billed | Accrued | This Bill Amt | EAIDS |
|----------------------------|---------------|-------------------|---------|---------------|-------|
| <input type="checkbox"/> 1 | 87570.08      | 18928.18          | 0.00    |               |       |
| <input type="checkbox"/>   |               |                   |         |               |       |
| <input type="checkbox"/>   |               |                   |         |               |       |
| <input type="checkbox"/>   |               |                   |         |               |       |

At the bottom of the form, there are checkboxes for 'View Bills' and 'View Payment Address', and a 'Total Bill:' field showing 0.00. Navigation buttons include 'Prev Page', 'Prev', 'Next', 'Query', 'List', 'Save', 'Exit', and 'Next Page'. A status bar at the very bottom shows 'Enter the IPAC trace number.' and 'Record: 1/1'.

The cursor will be in the **IPAC TRACE NO.** The information loaded into the **IPAC TRACE NO** is taken from the documentation (e.g.: SF1080, DA4445). The field is only filled when the Govt Order bill is an incoming IPAC/GOALS charge or a Corp to Corp bill that was Auto IPAC collected.

The **REMARKS** field is used for any notes the user would like to make regarding the bill. The **BILL REF No**, **BILL DATE** are required fields that are manually input by the user. The **BILL REF No** will take up to 16 digits and is alpha numeric. The **BILL DATE** is an 11 digit date in the DD-MMM-YYYY format. **BILL RECEIVED** automatically updates one the enter key is pressed after keying in the **BILL DATE** field.

**PAYMENT DUE** automatically updates after entering past the **BILL RECEIVED** field.

**SENT PAYMT TO** is automatically populated and should be entered past.

To select the correct remittance address the user must F4 on the **Pay Addr** field which takes them to the **PAYMENT ADDRESS CREATE/UPDATE SCREEN (7.2.6A)**. All fields in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** are automatically populated. The user selects the remittance address that appears on the documentation. If the remittance address on the documentation does not appear in the **PAYMENT ADDRESS CREATE/UPDATE SCREEN** the user can add a new address.

**Engineering and Support Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

v2.1.20 Payment Address Create/Update Screen 7.2.6A

Obligation Number: W31RY000145099 Delivery Order No: NA

Vendor ID: L2-A Assignee ID: 0 SAACONS Site ID:

Vendor Mailing Address Assignment Address

USACE, SACRAMENTO DISTRICT

Double Click PAY SEQ for complete address --- Click <SELECT> or Press <ENTER> for selection

| EFT? | Pay Seq | City       | State | Code | IPAC |
|------|---------|------------|-------|------|------|
| N    | 1       | MILLINGTON | TN    |      |      |
| N    | 2       | MILLINGTON | TN    |      |      |
| N    | 3       | MILLINGTON | TN    |      |      |
| N    | 4       | MILLINGTON | TN    |      |      |
| N    | 5       | MILLINGTON | TN    |      |      |
| N    | 6       | MILLINGTON | TN    |      |      |
| N    | 7       | MILLINGTON | TN    |      |      |
| N    | 8       | MILLINGTON | TN    |      |      |

☐ Create New Seq

☐ View All Pay Seqs

Double Click to view payment address information.

Record: 1/?

The user may double click on the number in the PAY SEQ column or click VIEW ALL PAY SEQS button or use the PAGE DOWN key to verify the accuracy of the entire address. Multiple pay sequences can be viewed using the up and down arrow keys. Select the correct address by pressing the enter key or the SELECT button at the bottom of the screen. If the address does not exist, and new address may be added by arrowing down to a blank address, keying it in and pressing save.

**Engineering and Support Center CEFMS**

Action Edit Block Field Record Query ESIG Help Window

v2.1.20 Payment Address Create/Update Screen 7.2.6A

Obligation Number: W31RY000145099 Delivery Order No: NA

Vendor ID: L2-A Assignee ID: 0 SAACONS Site ID:

**Vendor Mailing Address**

USACE, SACRAMENTO DISTRICT

BUDGET BRANCH

1325 J STREET

SACRAMENTO CA 95814-2922

**Assignment Address**

**Payment Address No** 8

Name: USACE FINANCE CENTER

Address: USAED SACRAMENTO

5722 INTEGRITY DRIVE

City: MILLINGTON State: TN

Zip: 38054-5005 Country: Currency Code:

☐ View All Pay Seqs

Use the arrow keys to scroll payment addresses or <F2/F3> to query.

Record: 8/?

When the Pay Sequence is selected CEFMS automatically returns to the **GOVERNMENT ORDER BILLING CREATE/UPDATE** screen and the **PAY ADDR** field is automatically populated (Required Fields, Key Strokes – approx. 3)

The cursor moves to the **FINAL** Field. This is not a required field and is left blank unless other wise instructed by the district. (Not a Required Field, Key Strokes approx. – 2).

## LINE ITEMS

The following fields for the line items that are available are automatically populated:

- **LINE**
- **TOTAL ORDERED**
- **CUMULATIVE BILLED**
- **ACCRUED**

The user will click on the box next to the line item that the funds are to be disbursed from. This will move the cursor to the **THIS BILL AMT** field where the amount to be disbursed from that line will be keyed. (Required Field)

The screenshot shows the 'Engineering and Support Center CEFMS' application window. The title bar indicates 'v2.1.68 Government Order Billing Create/Update 7.2.1'. The interface includes a menu bar (Action, Edit, Block, Field, Record, Query, ESIG, Help, Window) and a main data entry area. Key fields include: 'Govt Order: W31RY000145099', 'Pmt Method' (radio buttons for IPAC, Treasury Check, TBO), 'Debtor Bill:', 'IPAC DSSN: 8735', 'TBO DSSN:', 'DOV:', 'IPAC Trace No:', 'TBO Disb Mth:', 'TBO Disb Yr:', 'Transmittal No:', 'Remarks:', 'Bill Ref No: 1234', 'Civ/Mil Ind: M', 'Cumulative Amt: 154901.88', 'Bill Date: 01-JAN-2004', 'Advance? [ ]', 'Total Ordered Amt: 159276.74', 'Bill Received: 06-JUN-2005', 'Final? [ ]', 'Closeout Date:', 'Payment Due: 21-JUN-2005', 'Send Paymt To: L2-A', 'Pay Addr: 1', 'Creator:', 'Vendor: L2-A', and 'USACE, SACRAMENTO DISTRICT'. A table with columns 'Click Box To Process Line', 'Total Ordered', 'Cumulative Billed', 'Accrued', 'This Bill Amt', and 'EAIDS' is present. The first row is highlighted in yellow with values 1, 159276.74, 154901.88, 0.00, 500.00, and a checked box. Below the table are checkboxes for 'View Bills' and 'View Payment Address', a 'Total Bill: 0.00' field, and navigation buttons: 'Prev Page', 'Prev', 'Next', 'Query', 'List', 'Save', 'Exit', and 'Next Page'. The status bar at the bottom shows 'Record: 1/1'.

| Click Box To Process Line           | Total Ordered | Cumulative Billed | Accrued | This Bill Amt | EAIDS |
|-------------------------------------|---------------|-------------------|---------|---------------|-------|
| <input checked="" type="checkbox"/> | 159276.74     | 154901.88         | 0.00    | 500.00        |       |
| <input type="checkbox"/>            |               |                   |         |               |       |
| <input type="checkbox"/>            |               |                   |         |               |       |
| <input type="checkbox"/>            |               |                   |         |               |       |

Additional line items can be added to the government bill for each line item that is set up on the obligation. This is done by repeating the clicking the box for the next line item to be used. The line items process would begin again.

Once all of the line items have been completed the user clicks the SAVE button at the bottom of the screen to save the government bill to the database. The Creator's Name on the Bill Header Page will automatically update when the bill is saved.

The **DEBTOR BILL** Field will populate when the bill is saved. This will be a system assigned number. The user presses F9 and then F4 to start a new bill.